

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services
 FROM : Chief, Bldg. Maintenance and Utilities
 SUBJECT: Report of Operations by the Building Maintenance and Utilities
 Division during the month of August, 1951.

DATE: 6 September 1951

Volume:

| | | |
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| A. | 1. Requests for services on hand prior to August | 50 |
| | 2. Requests on hand two months old or older | 10 |
| | 3. Requests for services on hand 31 August | 67 |
| B. | Requests for services received in writing during August | 269 |
| C. | Telephone calls received during August | 2000 |
| D. | 1. Orders submitted to GSA charged to quarterly encumbrance. August allotment of quarterly encumbrance for alterations and installations. \$16,791.00 | 248 |
| | 2. Special orders submitted to GSA not charged to quarterly encumbrance | 23 |
| | a. Renovations (6605) \$7,195.00 | |
| | b. Renovations (Other) 1,500.00 | |
| | | \$8,695.00 |
| 3. | Orders submitted to GSA nonreimbursable (written and verbal) | 600 |
| 4. | Routine inter-office memorandums written | 35 |
| 5. | Routine inter-agency letters written | 5 |
| E. | 1. Space moves during August | 14 |
| | 2. Total personnel moved | 97 |
| | 3. Equipment moves | 32 |
| | 4. Man hours worked by GSA | 1656 |
| | 5. Estimated cost August allotment of quarterly encumbrance for Laborers and Trucks | \$2,433.60 |
| | | \$5,333.00 |
| F. | Protective Service (GSA Guard Posts) | |
| | 1. Reimbursable Posts | 148 |
| | 2. Non-reimbursable Posts | 34 |
| | Just allotment of quarterly encumbrance | \$51,116.00 |

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Information of the 10 items under A & B. Remarks will be added to be taken.

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G. Monies paid to GSA during the month of August for services rendered during the month of May

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|--------------------------------|---------------------|
| 1. GSA Guards | \$52,068.67 |
| 2. GSA Laborers & Trucks | 5,034.79 |
| 3. Alterations & Installations | 51,814.51 |
| 4. National Security Counsel | 31.04 |
| 5. Elevator Service | 50.40 |
| 6. Hot Plates | 7.69 |
| 7. Fireman-Laborers | 708.65 |
| 8. Storage | 30.00 |
| 9. Janitor Service | 265.86 |
| | <u>\$110,011.61</u> |

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Attachment